

# Cascade County

## Job Vacancy Announcement

<b>Position:</b> Legal Secretary - Criminal	<b>Closing Date:</b> Open Until Filled
<b>County Department:</b> County Attorney	<b>Dept. Admin.:</b> John W. Parker
<b>Type of Position:</b> Full-Time	<b>Salary:</b> \$11.00 per hour Must join Teamsters Union
Applications available at Cascade County Human Resources Department, <a href="http://www.cascadecountymt.gov">www.cascadecountymt.gov</a> or Job Service. All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.	

### POSITION DESCRIPTION

The Legal Secretary (criminal) works primarily with attorneys in processing misdemeanor level prosecutions filed in Justice Court but handles some felony level prosecutions in District Court, and other criminal proceedings related thereto, as well as processing revocations, extraditions, etc.; drafts various legal pleadings and correspondence as well as set up case files for the attorneys, keeping case files current and filing pleadings with both Justice and District Courts; receive and review police reports, accurately logging information into the computer, accurately calendar trials, monitor deadlines and track cases through the criminal justice system; communicate with law enforcement, civilian witnesses, crime victims, defense attorneys and the public via telephone, writing or in person; proof read, photocopy, fax, print, telephone techniques, email use, file, maintain strict confidentiality, and performs other related duties as required.

### JOB REQUIREMENTS

**Knowledge and understanding of:** Law office practice (preferably criminal law), familiarity with Justice Court and District Court procedure and legal terminology.

**Skills in:** Various office equipment including telephone, fax machine, copier, printer, computer, occasionally a manual typewriter; word processing (preferably Microsoft Office Word) and Microsoft Outlook; knowledge of Excel is beneficial.

**Ability to:** Type at least 40 wpm (no errors); multi-task; be well organized; maintain a professional disposition; focus and concentrate in a stressful environment with heavy workloads and strict timelines; work independently and self-directed; maintain strict confidentiality; communicate effectively orally and in writing; follow verbal and written instructions; possess good interpersonal skills and establish effective working relationships with law enforcement, fellow employees, supervisors and the public; use proper sentence structure, punctuation, grammar and spelling; proof reading; accuracy; and attention to detail.

### EDUCATION & EXPERIENCE

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience. High school diploma or GED a minimum. Post graduate degree work preferred. Law office experience preferably criminal law.

**At a minimum, all qualified applicants are required to submit the following:**

**Completed Cascade County Employment Application**

**Letter of Introduction**

**Detailed Resume Typing Test (40 wpm/no errors). Test should be current within the last 6 months.**

(Typing test available at Job Service.)

*The successful applicant shall serve a 6-month probationary period and must join the Teamsters Local #2 Union. The successful applicant may have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the county.*

**Notice to Applicants:** Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document or DPHHS Handicap Certification **and** Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER